

# WORKSHOP DESCRIPTIONS

Workshops with a gray title bar may count towards UI work search requirements. It is the claimant's responsibility to know how job search requirements change with the length of their UI Claim. Please contact the UI Telecenter at 1-800-362-4636 to confirm workshop credit for job search.

Modules may be taken in any order.

ORIENTATION	Module 1
Looking for work is a personal and complex journey. Discover new ways of thinking about the job search and changing workplace, and learn about WorkSource resources and services that can help you along the way. <b>Wednesday 1:15-3:30 or Thursday 8:15-10:30 or 1:15-3:30</b> <b>*We will be closed Christmas and New Year; Thursday Orientations' for those weeks will be held 12/23/03 &amp; 12/30/03.</b>	
KNOWING YOURSELF	Module 2
Self-knowledge is one-half of a good job match. Job seekers are continually faced with change and choices. Learning "who you are" can effect how you plan, control, and shape your life. Participate in this interactive workshop to gain new and exciting information about yourself and your career choice. <b>Fridays 9:00am-12:00pm</b>	
SKILLS & ABILITIES	Module 3
Skills you didn't know you had and what to do with them now. Skills and abilities are the building blocks of job success. Learn to identify, demonstrate, and package with confidence the skills and personal qualities today's employers desire. <b>Mondays 1:30-4:30pm</b>	
THE JOB MARKET	Module 4
Research and informational interviews; the direct route to job offers. A successful job search is really finding an employer who is looking for someone like you. Learn how to research your labor market, develop networks, and conduct informational interviews. <b>Fridays 1:30-4:30pm</b>	
EFFECTIVE JOB SEARCH	Module 5
Are you hunting down the job you want or letting it find you? The changing workplace requires everyone to think differently about what makes a successful job search. Learn the most and least effective strategies for finding employment, and conduct an actual job search on the Internet. <b>Wednesdays 9:00am-12:00pm</b>	
APPLICATIONS AND RESUMES	Module 6
Resumes are an advertisement of what you can and will do. Successful job seekers know what employers want. Learn how to complete applications, develop resumes, and design cover letters that will attract employers and lead to more interviews. Make the match on paper and online. <b>Tuesdays 9:00am-12:00pm</b>	
INTERVIEWING	Module 7
Discover successful tips that will make your interview stand out. The ability to handle an employment interview is a necessity for any job seeker. Learn helpful interviewing tips and practice your interviewing skills in a supportive, realistic environment. <b>Tuesdays 1:30-4:30pm</b>	
PRODUCING YOUR RESUME USING THE COMPUTER	
<b>You must have a draft (handwritten or typed) resume to participate in this workshop.</b> <b>Bring an IBM formatted 3 1/2" diskette</b> and receive assistance in selecting and using software programs to format your resume to achieve the best possible presentation. <b>First and third Friday 1:00 pm-3:30 pm</b>	

## Basic Computers & Microsoft Word

*First and third Tuesdays of the month 9:00 am - 12:00pm*

**Bring an IBM formatted 3 1/2" diskette.**

For beginners to gain confidence to use WorkSource computers. Oriented to entry level and refresher training. Teaches you how to use the mouse, toolbars, point and click, and the basics of using Microsoft's word processing software.

## Electronic Resume

*Every Tuesday 3:00 pm - 4:30 pm*

**You must bring a completed resume on a disk to participate in this workshop.**

Learn how to format your resume so it will look consistently good when emailed, scanned, or viewed on-line. Post your resume for employers on [go2worksource.com](http://go2worksource.com)

## Gain an Interviewing Advantage: Portfolios

*Every second Tuesday of the month 2:00 pm - 4:00 pm*

Learn how to develop a portfolio that demonstrates and markets your career skills and accomplishments. Add a new tool to your job search strategy and set yourself apart from the competition!

## Job Club

*Every Monday 9:00 am - 11:30 am*

Join other job seekers in learning and networking, while supporting each other in your job search. A great way to start your week with enthusiasm!

## Practice Interviews

*Every Friday by appointment: 1:00 pm – 5:00 pm*

**Call (360) 676-3201 to sign up.**

**Bring a blank videocassette if you wish to have your interview recorded.**

## Small Business Seminars

*Varied topic, intermittent schedule: See monthly calendar*

**Call (360) 676-3201 to sign up.**

WorkSource hosts an ongoing series of seminars of interest to the small business owner. Topics vary, but include; starting & managing your own business, marketing for small businesses, state taxing and licensing, and federal business law and tax. Books and software are also available to explore small business start up.

## Senior Focus for Older Workers

*Second and fourth Thursday of the month 5:30 pm -7:30 pm*

Casual, relaxed gathering, focusing on employment and training issues for people age 55+.

## TRAINING & FUNDING ASSISTANCE PROGRAM SESSIONS:

### Workforce Resources Orientation

*Every Monday, times alternate between 10:30 am – 12:30 pm & 3:00 pm – 5:00 pm*

*~Consult Calendar~*

Orientation covers information about programs for eligible youth, adults and dislocated workers.

### Job Corps Orientation

*Every first Tuesday of the month 2:00 pm – 4:00 pm*

**Call (360) 676-3201 to sign up.**

*Note: This schedule is subject to change. Please consult our workshop calendar for the most updated information. Or, [go2worksource.com](http://go2worksource.com)*